


The NCA Accreditation Project Plan is a useful tool for project planning and tracking. All of the Standards and associated attachments are listed as “Items” in column E. The Standard Narratives are listed first for each number and refer to the set of questions included in each section of NCA’s online application. See “NCA Accreditation Application Template,” for a depiction of the narrative fields for each section of the application.

The screenshot shows an Excel spreadsheet titled "Sample MCA 2017 Accreditation Tracking Tool.xlsx". The spreadsheet is organized as follows:

- Row 1:** Column E is highlighted in yellow and contains the text "1A - CAC/MDT Interagency Agreement signed by all MDT components".
- Row 2:** Column A contains the Maryland Children's Alliance, Inc. logo. Column E contains the title "NCA Accreditation Project Plan – 2017 Standards".
- Row 3:** This is the header row for the tracking table. Column A is "Assigned To", Column B is "Date Received", Column C is "Deadline for Completion", Column D is "Status", Column E is "Item", and Column F is "Comment".
- Row 4:** Contains the header for the first standard: "Standard 1 - Multidisciplinary Team (MDT) Narrative for 1A-1G".
- Row 5:** Contains the item "1A - CAC/MDT Interagency Agreement signed by all MDT components".
- Row 6:** Contains the item "1B - CAC/MDT Written Protocols and/or Guidelines addressing roles and responsibilities of each discipline".
- Row 7:** Contains the item "1E - CAC/MDT Policy / Procedure for Information Sharing".
- Row 8:** Contains the item "1F - OMS MDT Survey Results (if applicable)".
- Row 9:** Contains the item "1G - Documentation CAC provided training/educational opportunities to MDT members".
- Row 10:** Contains the header for the second standard: "Standard 2 - Cultural Competency and Diversity Narrative for 2A-2D".
- Row 11:** Contains the item "2A - Community Assessment".
- Row 12:** Contains the header for the third standard: "Standard 3 - Forensic Interviews Narrative for 3A-3G".
- Row 13:** Contains the item "3A - Documentation of Training Completion (with a minimum of 32 hours of NCA approved content)".
- Row 14:** Contains the item "3B - Documentation of Ongoing Education (with a minimum of 8 hours of CEU/CME every 2 years)".
- Row 15:** Contains the item "3C - \*CAC/MDT Written Protocols and/or Guidelines (reflecting items listed in 3C)".
- Row 16:** Contains the item "3E - MDT Statistical Data Demonstrating 75% of Cases Meeting Criteria are Interviewed at the CAC (use form provided by the resource tab OR your own tracking form)".

To the left of each Item are columns for assigning Items, deadlines and tracking Item statuses.

Sample MCA 2017 Accreditation Tracking Tool.xlsx - Microsoft Excel

	A	B	C	D	E
1	 <b>Maryland Children's Alliance, Inc.</b>				
2	<h1>NCA Accreditation Project Plan – 2017</h1>				
3	Assigned To	Date Received	Deadline for Completion	Status	Item
4	John Doe		6/30/2017		<b>Standard 1 - Multidisciplinary Team (MDT) Narrative for 1A-1G</b>
5				<ul style="list-style-type: none"> <li>Not Started</li> <li>In Progress</li> <li>Completed</li> </ul>	A - CAC/MDT Interagency Agreement signed by all MDT components
6					1B - CAC/MDT Written Protocols and/or Guidelines addressing roles and responsibilities of each discipline
7					1E - CAC/MDT Policy / Procedure for Information Sharing
8					1F - OMS MDT Survey Results (if applicable)
9					1G - Documentation CAC provided training/educational opportunities to MDT members
10					<b>Standard 2 - Cultural Competency and Diversity Narrative for 2A-2D</b>
11					2A - Community Assessment

Use the Comment column for details on project status, including identification of challenges or additional resources needed to complete the Item. As Items are completed, a “Date Received,” is entered and Status can be changed to “Completed.” If an initial draft of an item needs to be reviewed and approved, the “Assigned To” field can be changed to the name of the approver, and the status can remain “In Progress.” Once all Items are Completed, you are ready to fill out the online application.

	A	B	C	D	E	F	
1							
2	 Maryland Children's Alliance, Inc.		<h2 style="color: #4F81BD;">NCA Accreditation Project Plan – 2017 Standards</h2>				
3	Assigned To	Date Received	Deadline for Completion	Status	Item	Comment	
4	John Doe		6/30/2017	In Progress	<b>Standard 1 - Multidisciplinary Team (MDT) Narrative for 1A-1G</b>	75% complete. John is waiting on MDT feedback on protocols to finish the narrative.	
5	John Doe	4/1/2017	6/30/2017	Completed	1A - CAC/MDT Interagency Agreement signed by all MDT components		
6	John Doe		6/30/2017	In Progress	1B - CAC/MDT Written Protocols and/or Guidelines addressing roles and responsibilities of each discipline	John completed a draft and shared with MDT for their feedback by 5/20/17.	
7	John Doe		6/30/2017	In Progress	1E - CAC/MDT Policy / Procedure for Information Sharing	John completed a draft and shared with MDT for their feedback by 5/20/17.	
8	John Doe		6/30/2017	In Progress	1F - OMS MDT Survey Results (if applicable)		
9	John Doe	4/30/2017	6/30/2017	Completed	1G - Documentation CAC provided training/educational opportunities to MDT members		
10	John Doe		6/30/2017	Not Started	<b>Standard 2 - Cultural Competency and Diversity Narrative for 2A-2D</b>	John will begin on Standard 2 after meeting with the Board Diversity Committee.	
11	John Doe		6/30/2017	Not Started	2A - Community Assessment	John plans to reach out to other CACs for examples of their community assessments.	
12	Jane Doe	5/15/2017	6/30/2017	Completed	<b>Standard 3 - Forensic Interviews Narrative for 3A-3G</b>		
13	Jane Doe	5/1/2017	6/30/2017	Completed	3A - Documentation of Training Completion (with a minimum of 32 hours of NCA approved content)		
14	Jane Doe	5/1/2017	6/30/2017	Completed	3B - Documentation of Ongoing Education (with a minimum of 8 hours of CEU/CME every 2 years)		
15	Jane Doe		6/30/2017	In Progress	3C - *CAC/MDT Written Protocols and/or Guidelines (reflecting items listed in 3C)	Jane is reviewing our old guidelines and making updates.	
16	Jane Doe		6/30/2017	In Progress	3E - MDT Statistical Data Demonstrating 75% of Cases Meeting Criteria are Interviewed at the CAC (use form provided by the resource tab OR your own tracking form)	Jane has asked Derek to run reports from the client management system.	



# NCA Accreditation Project Plan – 2017 Standards

Assigned To	Date Received	Deadline for Completion	Status	Item	Comment
John Doe		6/30/2017	In Progress	<b>Standard 1 - Multidisciplinary Team (MDT) Narrative for 1A-1G</b>	75% complete. John is waiting on MDT feedback on protocols to finish the narrative.
John Doe	4/1/2017	6/30/2017	Completed	1A - CAC/MDT Interagency Agreement signed by all MDT components	
John Doe		6/30/2017	In Progress	1B - CAC/MDT Written Protocols and/or Guidelines addressing roles and responsibilities of each discipline	John completed a draft and shared with MDT for their feedback by 5/20/17.
John Doe		6/30/2017	In Progress	1E - CAC/MDT Policy / Procedure for Information Sharing	John completed a draft and shared with MDT for their feedback by 5/20/17.
John Doe		6/30/2017	In Progress	1F - OMS MDT Survey Results (if applicable)	
John Doe	4/30/2017	6/30/2017	Completed	1G - Documentation CAC provided training/educational opportunities to MDT members	
John Doe		6/30/2017	Not Started	<b>Standard 2 - Cultural Competency and Diversity Narrative for 2A-2D</b>	John will begin on Standard 2 after meeting with the Board Diversity Committee.
John Doe		6/30/2017	Not Started	2A - Community Assessment	John plans to reach out to other CACs for examples of their community assessments.
Jane Doe	5/15/2017	6/30/2017	Completed	<b>Standard 3 - Forensic Interviews Narrative for 3A-3G</b>	
Jane Doe	5/1/2017	6/30/2017	Completed	3A - Documentation of Training Completion (with a minimum of 32 hours of NCA approved content)	
Jane Doe	5/1/2017	6/30/2017	Completed	3B - Documentation of Ongoing Education (with a minimum of 8 hours of CEU/CME every 2 years)	
Jane Doe		6/30/2017	In Progress	3C - *CAC/MDT Written Protocols and/or Guidelines (reflecting items listed in 3C)	Jane is reviewing our old guidelines and making updates.
Jane Doe		6/30/2017	In Progress	3E - MDT Statistical Data Demonstrating 75% of Cases Meeting Criteria are Interviewed at the CAC (use form provided by the resource tab OR your own tracking form)	Jane has asked Derek to run reports from the client management system.
			Not Started	3F - Documentation of Peer Review Attendance by all Forensic Interviewers (a minimum of 2 times per year)	
			Not Started	<b>Standard 4 - Victim Advocacy and Support Narrative for 4A-4E</b>	
			Not Started	4A - Documentation of Training Completion (with a minimum of 24 hours and 9 required components)	
			Not Started	4B - Documentation of Ongoing Education (with a minimum of 8 hours every 2 years)	
			Not Started	4E - *CAC/MDT Written Protocols and/or Guidelines (reflecting the items listed in Standard 4E)	
			Not Started	<b>Standard 5 - Medical Evaluation Narrative for 5A-5J</b>	
			Not Started	5A - Documentation of Training Completion (meeting requirements in 5A)	
			Not Started	5B - Documentation of Ongoing Education (with a minimum of 8 hours every 2 years)	
			Not Started	5C - Documentation of Minimum Required Expert Review of Cases by Advanced Medical Expert	
			Not Started	5D - Medical Linkage Agreement(s) (if applicable)	
			Not Started	5F/5G - *CAC/MDT Written Protocols and/or Guidelines (reflecting the items listed in Standards 5F and 5G)	

\* CAC/MDT Written Protocols and/or Guidelines addressing many of the standards are required. If one document addresses some or all of the standards, it can be uploaded once and referred back to throughout the process. In lieu of uploading the same document more than once, be sure to include the name of the document and page numbers where information addressing each standard can be found.



Maryland Children's Alliance, Inc.

# NCA Accreditation Project Plan – 2017 Standards

Assigned To	Date Received	Deadline for Completion	Status	Item	Comment
			Not Started	<b>Standard 6 - Mental Health Narrative for 6A-6I</b>	
			Not Started	6A - Documentation of Training Completion (meeting requirements set forth in 6A)	
			Not Started	6B - Documentation of Ongoing Education (with a minimum of 8 hours every 2 years)	
			Not Started	6E - *CAC/MDT Written Protocols and/or Guidelines (that include access to trauma-informed assessment and treatment for all CAC clients)	
			Not Started	6F - *CAC/MDT Written Protocols and/or Guidelines (that define the roles and responsibilities of mental health professionals to the MDT)	
			Not Started	6G - *CAC/MDT Written Protocols and/or Guidelines (tabout information sharing, confidentiality and keeping of health records)	
			Not Started	6H - Mental Health Linkage Agreement(s) (if applicable)	
			Not Started	6I - Demonstration of Clinician(s) Participation in Supervision/Consultation	
			Not Started	<b>Standard 7 - Case Review Narrative for 7A-7E</b>	
			Not Started	7A - *CAC/MDT Written Protocols and/or Guidelines (that demonstrate the criteria and case review procedure)	
			Not Started	7C - Recent Case Review Meeting Sign-in Sheet (listing participants and their corresponding agencies)	
			Not Started	<b>Standard 8 - Case Tracking Narrative for 8A-8E</b>	
			Not Started	8A - *CAC/MDT Written Protocols and/or Guidelines (that describe tracking case information until final disposition)	
			Not Started	8B - Most Recent NCA Statistical Data Submission (if applicable)	
			Not Started	8E - Documentation of collection of client feedback (OMS Caregiver Follow-Up Survey or other)	
			Not Started	<b>Standard 9 - Organizational Capacity Narrative for 9A-9G</b>	
			Not Started	9A - IRS Determination Letter AND Non-Profit Corporate Certificate from the State of Maryland (ONLY IF you are a 501(c)(3) Nonprofit Agency or under an Umbrella Agency)	
			Not Started	9A - MOU between CAC and Advisory Board of Governing Agency (ONLY IF you are a Government-Based Agency)	
			Not Started	9B - Certificates of Insurance (demonstrating a minimum of general commercial liability, professional liability, and Directors and Officers liability, as appropriate)	
			Not Started	9D - Financial Review (ONLY IF annual budget is LESS THAN \$200,000)	
			Not Started	9D - Financial Audit (ONLY IF annual budget is \$200,000 OR MORE)	
			Not Started	9E - Written Screening Policies for Staff and Volunteers	
			Not Started	9F - Succession Plan	
			Not Started	9G - Strategic Plan (current and approved)	
			Not Started	<b>Standard 10 - Child Focused Setting Narrative for 10A-10E</b>	
			Not Started	10A - 3 Photos (including outside of building, waiting area and a photo of your choice)	
			Not Started	10B - *CAC/MDT Written Policies and Procedures (ensuring separation of victims and alleged offenders)	

\* CAC/MDT Written Protocols and/or Guidelines addressing many of the standards are required. If one document addresses some or all of the standards, it can be uploaded once and referred back to throughout the process. In lieu of uploading the same document more than once, be sure to include the name of the document and page numbers where information addressing each standard can be found.